

RARITAN VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' REORGANIZATION MEETING  
DECEMBER 6, 2016

MINUTES

I. Call to Order

The Reorganization Meeting of the Board of Trustees of Raritan Valley Community College was held on Tuesday, December 6, 2016, at Raritan Valley Community College, Route 28 and Lamington Road, Branchburg Township, North Branch, New Jersey.

The meeting was called to order at 5:15 p.m. by Chairman Robert P. Wise, who made the following statement in compliance with the Open Public Meetings Act of the State of New Jersey:

“Adequate notice of this meeting has been given in accordance with the  
Open Public Meetings Act of the State of New Jersey.”

II. Roll Call of Members

The roll call was taken as follows:

Attendees: Gary Hazard  
Paul J. Hirsch  
W. Timothy Howes  
Michael Kalafer  
Catherine Hebson McVicker  
Kevin Rosero  
Peter Schoberl  
Thomas Wilson  
Robert P. Wise  
Tracy DiFrancesco Zaikov

Absent: Lisa D. Midgette  
Juan Torres  
Margaret Windrem

Also in attendance: Michael J. McDonough, President; Charles Schalk, Esq., College Counsel; Richard Flaum, Esq. Labor Council; and members of the faculty, administration, and staff.

A quorum was present.

III. Approval of Reorganization Minutes – November 17, 2015

The Minutes of the Reorganization Meeting were moved by Trustee Hebson McVicker, seconded by Trustee Hirsch, and approved by voice vote.

IV. Nominating Subcommittee/Election of Officers

Trustee Paul Hirsch, chairman of the Nominating Subcommittee, reported that the Subcommittee met earlier to review the nominations of officers for 2017. It was noted for the record that Trustee Howes was appointed as a temporary member of the Committee and the Nominating Subcommittee.

Trustee Hirsch further reported that an email asking for officer nominations was sent to the full Board of Trustees, that an announcement was made at the Regular Board of Trustees meeting held on October 18, 2016, and that no other nominations other than the proposed slate of officers were received. Trustee Hirsch then reported that the Nominating Subcommittee unanimously recommends the following slate of officers for election by the Raritan Valley Community until November 2017:

Chairman  
Vice Chair (Somerset)  
Vice Chair (Hunterdon)  
Secretary  
Treasurer

Robert P. Wise  
Tracy DiFrancesco Zaikov  
Gary Hazard  
Lisa Midgette  
Peter G. Schoberl

There being no further nominations at the time, a motion to close nominations was moved by Trustee McVicker, seconded by Trustee Kalafer, and unanimously approved. On motion by Trustee McVicker, seconded by Trustee Wilson, the recommended slate of officers set forth above was unanimously approved.

The President and members of the Board of Trustees congratulated all of the officers. Chairman Robert P. Wise expressed his appreciation to the Board of Trustees for their vote of confidence in re-electing him Chairman and noted that he is honored and humbled.

Chairman Robert Wise then announced the appointments of Trustees Paul Hirsch and Gary Hazard as members of the Board of School Estimate for 2017 and the appointment of Trustee Catherine Hebson McVicker as Voting Delegate to the New Jersey Council of County College.

VI. Finance Committee Resolutions

Trustee Peter Schoberl then presented the following Resolutions:

Resolution #156-2016 – Establish Time and Place for Board of Trustees Meetings

WHEREAS, in accordance with the "Open Public Meetings Act of the State of New Jersey," it is necessary to notify the public of the provisions of the law:

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The Board of Trustees meets monthly ten times per year, with the exception of July and December.
2. The Board of Trustees hereby designates the following calendar as the dates of its regular meetings, except and unless otherwise modified by resolution. Such meetings shall commence at 5:15 p.m., and shall be held in the Atrium or Grand Conference Room on the campus of Raritan Valley Community College, County Route 28 and Lamington Road, North Branch, Branchburg Township, New Jersey;

The Meeting schedule for 2016 is as follows:

Tuesday, January 31, 2017\*\*  
Tuesday, February 28, 2017\*  
Tuesday, March 21, 2017  
Tuesday, April 18, 2017  
Tuesday, May 16, 2017  
Tuesday, June 20, 2017

Tuesday, August 29, 2017\*\*  
Tuesday, September 19, 2017  
Tuesday, October 17, 2017  
Tuesday, November 21, 2017

\*4<sup>th</sup> Tuesday  
\*\*5<sup>th</sup> Tuesday

3. Except as hereinafter provided, notice of regular and special meetings of the Board of Trustees shall be posted 48 hours in advance at the following location: Bulletin Board at west entrance, Mall Level, Somerset Hall of academic complex;

4. The following two newspapers, circulating in Somerset and Hunterdon Counties, are hereby designated official newspapers for the publishing of all legal notices concerning these meetings of the Board of Trustees:

The Courier News  
The Hunterdon Democrat

A copy of this Resolution, together with advance notice of regular and special meetings of the Board of Trustees, shall be mailed to the above named newspapers;

5. A copy of advance notices of regular and special meetings of the Board of Trustees shall be filed with the Clerks of Somerset and Hunterdon;

6. Any person may request in writing that the Board of Trustees, or its designated custodian of public records—the Vice President Finance & Facilities, send him/her a copy of the schedule of regular meetings or any other document deemed to be in the public domain per New Jersey statutes 47:1A as amended by Assembly Bill 559 and Senate Bill 1212. The fee which is to be pre-paid is \$.05 per page for letter sized pages and smaller, or \$.07 per page for legal size pages and larger. There is no fee if sent electronically – i.e., records sent via email or facsimile.

7. All advance notices referred to in this Resolution of regular, special, rescheduled meetings of the Board of Trustees, shall, to the extent known include: (a) the agenda, and (b) those matters upon which formal action may be taken;

8. Upon the affirmative vote of three-quarters of the members present a public body may hold a meeting notwithstanding the failure to provide adequate notice if:

A. such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and

B. the meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and

C. notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described above, and also by notifying the newspapers described above by telephone, telegram, or by delivering a written notice of same to such newspapers; and

D. either (a) the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or (b) although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

9. This Resolution shall remain in full force and effect until the next Annual Reorganization Meeting of the Board of Trustees in November 2017.

The Resolution as moved by Trustee Hebson McVicker, seconded by Trustee Schoberl, and approved unanimously by voice vote.

Resolution #157-2017 – Designation of Official College Newspapers

BE IT RESOLVED, by the Board of Trustees of Raritan Valley Community College that The Courier-News, Bridgewater, and the Hunterdon Democrat, Flemington, New Jersey be, and are hereby, designated as the official newspapers for all legal College advertisements; and

BE IT FURTHER RESOLVED, that this Resolution shall remain in full force and in effect until November 2017 the date of the next Reorganization Meeting of the Raritan Valley Community College Board of Trustees.

The Resolution as moved by Trustee Hebson McVicker, seconded by Trustee Schoberl, and approved unanimously by voice vote.

Resolution #158-2016 – Designation of Banks as Depositories for the College

BE IT RESOLVED, by the Board of Trustees of Raritan Valley Community College that all commercial banks, savings banks, and savings and loan associations having offices, and/or branch offices in the Counties of Somerset and Hunterdon, are hereby designated as depositories for all funds of the Board of Trustees of Raritan Valley Community College provided, however, that all such banking institutions have FDIC deposit insurance protection and are certified by the New Jersey Department of Banking as eligible to act as a depository for public funds under the Governmental Unit Deposit Act; and

WHEREAS, there exists in our current accounting practices five account categories, namely: Agency Fund (Student Activities Fund), Plant Fund (Capital Construction Funds), Loan Fund, Restricted Fund, and Current Fund; and

WHEREAS, the Vice President for Finance and Facilities is authorized to establish accounts with any of the aforementioned banks to be utilized for disbursements made from these accounts;

NOW, THEREFORE, BE IT RESOLVED, that the aforementioned banks be, and are hereby, authorized to pay funds from any of these accounts; and

BE IT FURTHER RESOLVED, that this Resolution shall remain in full force and in effect until the date of the next Annual Reorganization Meeting of the Raritan Valley Community College Board of Trustees in November 2017.

The Resolution as moved by Trustee Hebson McVicker, seconded by Trustee Hirsch, and approved unanimously by voice vote.

**VII. Other Agenda Items**

None

**VIII. Public Questions/Comments**

None

**IX. Adjournment**

The Reorganization Meeting adjourned at 5:25 p.m.

Respectfully submitted,

Sheri Lang Pontarollo  
Manager, Executive Office and  
Secretary to the RVCC Board of Trustees